

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS – ATASCADERO**  
**PLANT OPERATIONS DEPT**

<b>JOB CLASSIFICATION: SUPERVISOR OF BUILDING TRADES</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Coordinate and supervise the repair, maintenance, and minor construction work of buildings and structures at a State institution or group of State building's; may instruct, lead or supervise clients/patients; and do other related work.

45 %      Department Responsibility. **Schedules and coordinates the flow of materials with the assignments of the various trade groups so that order of work and job progress is properly maintained.** Lays out, assigns, reviews work, supervises and coordinates the activities of shop supervisors in such fields as carpentry, masonry, painting, metal work, locksmith, electrical, plumbing, and other work. Assists in preparing annual budgets, budget estimates and specifications. Ensures that jobs are carried out according to plans and specifications. Estimates labor and material for specific jobs. Keeps records, makes reports, attends weekly staff meetings. Member of various hospital committees. Communicates and enforces hospital policies. **Develops, implements and monitors an effective supervisory system which ensures that hospital objectives are accomplished, including controlling the work location relative to inappropriate staff patient interactions. Establishes priorities involving work orders and develops preventive maintenance procedures.**

40 %      Personnel Management and Supervision. Supervises the Carpenter Supervisor, Painter Supervisor, Electrician Supervisor, Plumber Supervisor and the Interior Maintenance crew. Reviews the performances of the Carpenter Supervisor, Painter Supervisor, Plumber Supervisor, and Electrician Supervisor, and recommends appropriate action, which may include commendations, adverse action, or other administrative responses. **Assures timely completion of annual performance evaluations and probationary reports. Supervises the ongoing safety training, safety inspections, accident prevention, and productive accident investigation; maintains a safe work environment.** Inspects contract construction work for compliance with contract specifications. Effectively contributes to the Department's Equal Opportunity and non-discrimination objectives. **Maintains the Maintenance Connection computer driven work orders system and enters work performed in the areas of supervision. Prepares, evaluates and signs all Form 5's, Service Orders and contracts associated with the Paint Shop and Plumbing Shop.**

- 5 % Leadership/Quality Improvement. Leads Quality Improvement Meetings to address quality issues within the Building Trades. Leads/serves on "Corrective Action Teams" to address identified quality problems that impact or are impacted by functions of the Building Trades. Leads Building Trades staff in utilizing and understanding the principles and tools of Continuous Quality Improvement (CQI).
- 5 % Interpersonal Relationships. Maintains effective communication with staff and other hospital personnel. Maintains effective communication with vendors, contractors and outside agencies.
- 5% **Maintains and follows proper tool control procedures and trains employees in same procedures.** Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations Policies. As determined by the Chief of Plant Operations, the Chief Engineer II may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital.

## **2. SUPERVISION RECEIVED**

The Supervisor of Building Trades is under the direct supervision of the Chief of Plant Operations I and Chief of Plant Operations III.

## **3. SUPERVISION EXERCISED**

The Supervisor of Building Trades has overall supervisory responsibility of the Plumber II and Painter II.

## **4. KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Methods, materials, tools, and equipment used in building construction, maintenance, and repair work; methods used in requisitioning, receiving, checking, storing, and issuing materials and supplies; principles of effective supervision; codes, rules, regulations, safety orders and safety practices applying to the various building trades; Department Equal Opportunity Program objectives; a managers roles in the Equal Employment Opportunity, and the processes available to meet equal employment objectives.

### **ABILITY TO:**

Assign, supervise, and inspect the work of building trades journeyperson, lead persons, or supervisors; schedule and coordinate the work of the various trade groups required on a job; read and interpret blueprints and work from plans and

specifications; estimate material and labor requirements; analyze situations accurately and adopt an effective course of action; keep accurate records and prepare reports; write contracts, know proper procurement measures, and effectively contribute to the Department's equal employment objectives.

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. This includes familiarity with the Patient Safety Plan.

### **CPR (at facility option)**

N/A

### **MANAGEMENT OF ASSAULTING BEHAVIOR (at facility option)**

N/A

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws

### **SITE SPECIFIC COMPETENCIES**

- ◆ Competencies related to managing the maintenance and repairs of the physical plant.
- ◆ Competencies related to planning and preparing Capitol Outlay Budget Change Proposals.
- ◆ Competencies related to managing the computerized maintenance management system.
- ◆ Competencies related to supervising the human resources of Plant Operations.
- ◆ Competencies in procurement measures.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- ◆ Demonstrates ability to direct subordinates.

- ◆ Demonstrates ability to lead Quality Improvement Meetings.
- ◆ Demonstrates ability to prepare professional reports and correspondence. Communicates effectively with managers, peers, subordinates, State regulatory agencies, contractors and vendors.
- ◆ Demonstrates the ability to administer corrective action and progressive discipline.

## 6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- ◆ Possess a Valid California Driver's License and Defensive Driver Permit

## 7. TRAINING - Training Category = 9

The employee is required to keep current with the completion of all required training.

## 8. WORKING CONDITIONS

The employee is required to report to work on time and follow procedures for reporting absences; maintain a professional appearance; appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public; comply with hospital policies and procedures. The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an Annual Health Review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

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Employee's Signature

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Print Name

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Date

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Supervisor's Signature

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Print Name

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Date

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Reviewing Officer's Signature

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Print Name

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Date